



Grant Management Workshop

January 26-28, 2021

CAMS SUBMITTALS: 20 Tips in 20 Minutes

Elizabeth Boehringer

COMMON CAMS SUBMITTALS

Reports and Documents

Audits

Budget Revisions

Remittances

STAFF ROLES

Repots & Documents

- Organization Head
- Profile Manager
- Project Manager
- Project Administrator

Auditts

- Organization Head
- Profile Manager
- Project Manager
- Financial Analyst

Budget Revisions

- Organization Head
- Profile Manager
- Project Manager
- Financial Analyst

Remittances

- Organization Head
- Profile Manager
- Profile Manager
- Financial Analyst

PROJECTS

dmz1.dhcd.virginia.gov/camsportal/Projects/Project.aspx

Apps America's Worst Ch... CharityWatch Barack Obama Quo... DPOR: License Loo... eVA Buyers - I Buy f... beta.SAM.gov Wag... Homepage | Syste... Who's My Legislator TAL EmployeeDirect

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DHCDCAMS

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Project List

Project Name	Contract #	Program Name	Start Date	End Date	Project Location	
20-20-03 UN/COV Food Hub & Mask Production - Page County	20-20-03 UN/COV	COVID-19 Response - 2020	8/5/2020	8/4/2021	401 W Main St, Luray	Detail
20-20-04 UN/COV Small Business Recovery Assistance - Page County	20-20-04 UN/COV	COVID-19 Response - 2020	8/5/2020	8/4/2021	103 South Court Street, Luray	Detail
Enterprise Zone 30 Page County	EZ30	Virginia Enterprise Zone Designation - 2015	1/1/2015	12/31/2034	103 S. Court Street, Luray	Detail

Reporting Schedule; Late or Next 60 days

Project	Program	Reports	Date Due	Status	Last Updated On	Last Updated By	Comments
Enterprise Zone 30 Page County	Virginia Enterprise Zone Designation - 2015	Local Enterprise Zone Annual Report	7/15/2016	Submitted	10/31/2016 4:02:45 PM	Stephanie Lillard	Comments

[Contact Us](#) | [FAQ](#) | [DHCD Site](#) | [Audit Policy](#)
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 Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219 

Search Windows RSA [Icons] 1:57 PM 11/18/2020

REPORTS AND DOCUMENTS

Manage Downloads Program Search Apply Application Status Projects And Reports Remittances User Guide

Project Management [Back To Project List](#)

Project Name: 19-PG-20 Neighborhood Revitalization - Emporia [Edit?](#) Program Name: CDBG Planning Grants - 2019 Contract #: 19-PG-20
Contract Start/End Date: 03/05/2020 - 06/30/2021 Project Location: 201 South Main Street, Emporia

Project Information **Budget** **Remittances** **Reports & Documents**

Reports & Documents

Add Report/Document: Correspondence Document [Add](#)

Download Selected Reports

<input type="checkbox"/>	Display Name	Date Due	Status	Date Last Updated	Last Updated By	Comments
<input type="checkbox"/>	Report Name					
<input type="checkbox"/>	City Request for Ext Correspondence		Accepted	4/23/2020	DHCD Accepted	
<input type="checkbox"/>	DHCD Approval to E Correspondence		Accepted	4/23/2020	DHCD Accepted	
<input type="checkbox"/>	City Request for Ext Correspondence		Accepted	8/26/2020	DHCD Accepted	
<input type="checkbox"/>	DHCD Approval to E Correspondence		Accepted	8/26/2020	DHCD Accepted	
<input type="checkbox"/>	Project Manager Correspondence		Accepted	9/11/2020	DHCD Accepted	
<input type="checkbox"/>	Proposed Project Budget Correspondence		Incomplete	9/11/2020	DHCD Denied	
<input type="checkbox"/>	Contract Award Notification for Summit Correspondence		Accepted	9/10/2020	DHCD Accepted	
<input type="checkbox"/>	Executed Project Management Plan Correspondence		Accepted	9/11/2020	DHCD Accepted	
<input type="checkbox"/>	Original Project Budget Correspondence		Accepted	9/16/2020	DHCD Accepted	

Total Reports: 9

AUDITS

The screenshot displays the DHCD CAMS web application interface. The top navigation bar includes links for Manage, Downloads, Program Search, Apply, Application Status, Projects And Reports, Remittances, and User Guide. The user is logged in as Elizabeth Boehringer, Consultant, City of Emporia.

The main content area shows the 'Audits' section, which is highlighted by a red arrow. The 'Audits' section includes a sidebar with links for Project Roles, Remittances, Reports & Documents, Project Information, Audits, Documents, Password, and Change Organization.

The 'Audits' section contains the following information:

- Project Name:** 19-PG-20 Neighborhood Revitalization - Emporia [Edit?](#)
- Program Name:** CDBG Planning Grants - 2019
- Contract #:** 19-PG-20
- Staff:** [Name] [Edit?](#)
- Project Location:** 201 South Main Street, Emporia
- Organization FEIN:** *****1262
- Payment Routing:** ☐ DOA ☒ MAIN
- Last Name*:** Johnson, III
- Email*:** wjohnson@ci.emporia.va.us
- City Manager:** William E. [Name] [Add/Edit City](#)
- City:** Emporia
- Zip Code*:** 23847 - 2025 [Whats my +4?](#)
- Primary Service Area*:** [Add/Edit County](#) [Add/Edit City](#) [Add/Edit Town](#)

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) No County Selected.

City: [Add/Edit City](#) Emporia

Town: [Add/Edit Town](#) No Town Selected.

[Save](#)

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DHCD

CAMS

Welcome Elizabeth Boehringer, Organization Review
Brunswick County

Log Out

Manage

Downloads

Program Search

Apply

Application Status

Projects And Reports

Remittances

User Guide

Manage Audits

Audit File	Date Uploaded	Status	Date Reviewed	Reviewed By	Comments	Delete
2019Brunswickaudit42202010911.pdf	4/2/2020 1:10:40 PM	Pending Review	---	---	---	
2018BrunswickFinancialReport22201923607.pdf	2/22/2019 2:40:27 PM	Accepted	3/7/2019 11:20:14 AM	John Brandon	---	
2017Brunswickaudit36201822359.pdf	3/6/2018 2:26:33 PM	Accepted	3/30/2018 11:27:59 AM	Carol Garland		
2016BrunswickFinanceReport32201795227.pdf	3/2/2017 9:53:47 AM	Accepted	2/8/2018 11:47:06 AM	Aqueelah Walker	---	
Brunswick20153102016110941.pdf	3/10/2016 11:10:56 AM	Accepted	6/23/2016 3:16:33 PM	Carol Garland	---	
Brunswick20141222015102700.pdf	1/22/2015 10:27:12 AM	Accepted	10/21/2015 11:31:51 AM	Violet Peyton	---	
Brunswick2013audit3252014123457.pdf	3/25/2014 12:35:04 PM	Accepted	11/3/2014 10:00:12 AM	John Brandon	---	

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DHCD

CAMS

Welcome Elizabeth Boehringer, Organization Review
Brunswick County

Log Out

Manage

Downloads

Program Search

Apply

Application Status

Projects And Reports

Remittances

User Guide

Manage Audits

Audit File	Date Uploaded	Status	Date Reviewed	Reviewed By	Comments	Delete
2019Brunswickaudit42202010911.pdf	4/2/2020 1:10:40 PM	Pending Review	---	---	---	
2018BrunswickFinancialReport22201923607.pdf	2/22/2019 2:40:27 PM	Accepted	3/7/2019 11:20:14 AM	John Brandon	---	
2017Brunswickaudit36201822359.pdf	3/6/2018 2:26:33 PM	Accepted	3/30/2018 11:27:59 AM	Carol Garland		
2016BrunswickFinanceReport32201795227.pdf	3/2/2017 9:53:47 AM	Accepted	2/8/2018 11:47:06 AM	Aqueelah Walker	---	
Brunswick20153102016110941.pdf	3/10/2016 11:10:56 AM	Accepted	6/23/2016 3:16:33 PM	Carol Garland	---	
Brunswick20141222015102700.pdf	1/22/2015 10:27:12 AM	Accepted	10/21/2015 11:31:51 AM	Violet Peyton	---	
Brunswick2013audit3252014123457.pdf	3/25/2014 12:35:04 PM	Accepted	11/3/2014 10:00:12 AM	John Brandon	---	

BUDGET REVISIONS

Budget revision

Cover Letter

Worksheet

August 17, 2020

Mr. Jay Grant
Associate Director
Department of Housing and Community Development
Main Street Centre
600 East Main Street, Suite 300
Richmond, VA 23219

Re: Endly Street, Phase 1 CCD Project #18-11
Budget Revision # 1

Dear Mr. Grant:

The Town of Chase City is hereby submitting budget revision #1 for your approval. Please find enclosed the updated budget and the budget revision worksheet for the Endly Street, Phase 1 CCD Project.

We are requesting to transfer funds from the Investor-Owned construction line item to the Owner-Occupied construction budget line item. The transfer is needed to pay construction related invoices.

Thank you for your consideration and continued support of this project. If you should have any questions or need additional information, please contact me.

Budget Revision Worksheet

Endly Street Revision #1				August 2020 - #18-11			
BUDGET LINE ITEM	Total Budget	Current CDBG	Proposed CDBG	+/- Change CDBG	Current Non-CDBG	Proposed Non-CDBG	+/- Change Non-CDBG
ADMINISTRATION							
Contract Monitoring	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -		\$ -	\$ -
Construction Completion and FLS	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -
Administrative Project Closeout	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
Satisfactory Compliance Review	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
Execution of Project Contracts	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -
Execution of DHCD Contract	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -
Interim Assistance							
SUBTOTAL	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
OWNER-OCCUPIED HOUSING REHABILITATION							
HMEP	\$ 200.00		\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
Other: Building Permit Fees	\$ 90.00		\$ -	\$ -	\$ 90.00	\$ 90.00	\$ -
Temporary Relocation	\$ 1,000.00		\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
Rehab Specialist Fees	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ -	\$ -	\$ -	\$ -
Owner-Occupied Housing Rehab	\$ 27,500.00	\$ 27,500.00	\$ 52,500.00	\$ 25,000.00	\$ -	\$ -	\$ -
Subtotal	\$ 31,540.00	\$ 30,250.00	\$ 55,250.00	\$ 25,000.00	\$ 1,290.00	\$ 1,290.00	\$ -
INVESTOR-OWNED CONSTRUCTION							
HMEP	\$ 600.00		\$ -	\$ -	\$ 600.00	\$ 600.00	\$ -
Other: Building Permit Fees	\$ 270.00		\$ -	\$ -	\$ 270.00	\$ 270.00	\$ -
Temporary Relocation	\$ 3,000.00		\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
Rehab Specialist Fees	\$ 8,715.00	\$ 8,715.00	\$ 8,715.00	\$ -	\$ -	\$ -	\$ -
Owner-Occupied Housing Rehab	\$ 87,150.00	\$ 87,150.00	\$ 62,150.00	\$ (25,000.00)	\$ -	\$ -	\$ -
Subtotal	\$ 99,735.00	\$ 95,865.00	\$ 70,865.00	\$ (25,000.00)	\$ 3,870.00	\$ 3,870.00	\$ -
SUBSTANTIAL RECONSTRUCTION							
HMEP	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	
Other: Building Permit Fees	\$ 660.00	\$ -	\$ -	\$ -	\$ 660.00	\$ 660.00	
Temporary Relocation	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	
Rehab Specialist Fees	\$ 42,880.00	\$ 42,880.00	\$ 42,880.00	\$ -			
Owner-Occupied Housing Rehab	\$ 428,800.00	\$ 428,800.00	\$ 428,800.00	\$ -			

DHCD CAMS Portal

dmz1.dhcd.virginia.gov/camsportal/Projects/PrjDetail.aspx?Prj=3038&Order=Prj_Name&SD=ASC

AppsDPOR : License Loo...eVA Buyers - I Buy f...beta.SAM.gov Wag...Homepage | Syste...Who's My LegislatorTAL

Please enter your Total Request: \$1,187,294.00

Revision #: PR00003 (Approved)

View Budget Revisions

Cost/Activity Category	DHCD	Other Funding	TOTAL	Available Funds
Administration	\$90	\$0.00	\$90,000.00	\$20,203.50
Interim Assistance	\$1	\$0.00	\$1,500.00	\$1,500.00
Permanent Relocation		\$0.00	\$0.00	\$0.00
Acquisition		\$0.00	\$0.00	\$0.00
Clearance and Demolition		\$0.00	\$0.00	\$0.00
Owner Occupied Housing Rehabilitation	\$55,250.00	\$1,290.00	\$56,540.00	\$15,275.05
Home Maintenance Education Program	\$0.00	\$200.00	\$200.00	\$0.00
Other	\$0.00	\$90.00	\$90.00	\$0.00
Temporary Relocation	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Rehabilitation Specialist	\$2,750.00	\$0.00	\$2,750.00	\$0.00
Owner Occupied Housing Rehabilitation	\$62,500.00	\$0.00	\$52,500.00	\$15,275.05
Investor-Owned Housing Rehabilitation	\$70,865.00	\$3,870.00	\$74,735.00	\$35,845.15
Other	\$0.00	\$270.00	\$270.00	\$0.00
Temporary Relocation	\$0.00	\$3,000.00	\$3,000.00	\$0.00
Rehabilitation Specialist	\$8,715.00	\$0.00	\$8,715.00	\$5,810.00
Investor-Owned Housing Rehabilitation	\$62,150.00	\$0.00	\$62,150.00	\$30,035.15
Home Maintenance Education Program	\$0.00	\$600.00	\$600.00	\$0.00
Owner Occupied Substantial Reconstruction	\$471,680.00	\$7,860.00	\$479,540.00	\$26,668.00
Homeownership Creation	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Improvements	\$432,166.00	\$5,000.00	\$437,166.00	\$231,300.94
Water Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Storm Sewer Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Street Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Flood Drainage Facilities	\$0.00	\$0.00	\$0.00	\$0.00
Microenterprise Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Business District Revitalization	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$65,833.00	\$5,000.00	\$70,833.00	\$58,212.60
TOTAL	\$1,187,294.00	\$23,020.00	\$1,210,314.00	\$389,005.24

Please enter your Total Request: \$1,187,294.00

Revision #: PR00003 (Approved)

View Budget Revisions

Cost/Activity Category	DHCD	Other Funding	TOTAL	Available Funds
Administration	\$90	\$0.00	\$90,000.00	\$20,203.50
Interim Assistance	\$1	\$0.00	\$1,500.00	\$1,500.00
Permanent Relocation		\$0.00	\$0.00	\$0.00
Acquisition		\$0.00	\$0.00	\$0.00
Clearance and Demolition		\$0.00	\$0.00	\$0.00
Owner Occupied Housing Rehabilitation	\$55,250.00	\$1,290.00	\$56,540.00	\$15,275.05
Home Maintenance Education Program	\$0.00	\$200.00	\$200.00	\$0.00
Other	\$0.00	\$90.00	\$90.00	\$0.00
Temporary Relocation	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Rehabilitation Specialist	\$2,750.00	\$0.00	\$2,750.00	\$0.00
Owner Occupied Housing Rehabilitation	\$62,500.00	\$0.00	\$52,500.00	\$15,275.05
Investor-Owned Housing Rehabilitation	\$70,865.00	\$3,870.00	\$74,735.00	\$35,845.15
Other	\$0.00	\$270.00	\$270.00	\$0.00
Temporary Relocation	\$0.00	\$3,000.00	\$3,000.00	\$0.00
Rehabilitation Specialist	\$8,715.00	\$0.00	\$8,715.00	\$5,810.00
Investor-Owned Housing Rehabilitation	\$62,150.00	\$0.00	\$62,150.00	\$30,035.15
Home Maintenance Education Program	\$0.00	\$600.00	\$600.00	\$0.00
Owner Occupied Substantial Reconstruction	\$471,680.00	\$7,860.00	\$479,540.00	\$26,668.00
Homeownership Creation	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Improvements	\$432,166.00	\$5,000.00	\$437,166.00	\$231,300.94
Water Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Storm Sewer Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Street Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Flood Drainage Facilities	\$0.00	\$0.00	\$0.00	\$0.00
Microenterprise Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Business District Revitalization	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$65,833.00	\$5,000.00	\$70,833.00	\$58,212.60
TOTAL	\$1,187,294.00	\$23,020.00	\$1,210,314.00	\$389,005.24

February 1, 2019

Mr. Jay Grant
Deputy Director of Community Development
Virginia Department of Housing & Community Development
600 East Main Street, Suite 300
Richmond, Virginia 23219

Re: CIG 16-19, Stanardsville Downtown Revitalization Project
Contract Extension and Budget Revision #1

Dear Mr. Grant:

As the Town of Stanardsville continues to implement its Downtown Revitalization Project, like most construction projects during 2018, our progress has been impacted by the amount of rain received during this past year and continuing into 2019. Additionally, and again like most construction projects during 2018, we have also been impacted by rising construction costs. In light of these circumstances, I am writing to request a Contract Extension and a Budget Revision that are necessary for the successful completion of the Stanardsville Downtown Revitalization Project.

The Town respectfully requests a seven-month Contract Extension to the Town's current contract with DHCD set to expire April 13, 2019, establishing the new completion date as December 13, 2019. Weather conditions have slowed the completion of the Façade Improvements currently under contract, though the contractor and subcontractors have been able to complete some portions of the work between rain/snow/ice events and during warmer temperatures.

The weather has had an even greater impact on construction of the Farmers' Market Pavilion and Performance Stage. Site work for these structures began on September 12, 2018, just as Hurricane Florence was impacting Virginia, followed up in October by Hurricane Michael. Though substantial completion was set for 60 days and final completion for 90 days, the Town recently suspended the work, after many weeks of inactivity due to wet soils, until March 1, 2019. During the initial work, Linco, the contractor, also encountered unsuitable soils which will require significant testing under more normal conditions and potential remediation before proceeding.

The Town also respectfully requests Budget Revision #1 as outlined in the enclosed materials and as entered into CAMS. Stanardsville is making significant strides on improving the 20 contracted Façade Improvements, but due mainly to bids coming in higher than anticipated and therefore requiring significant property owner financial

REMITTANCES

CLOSE

Select Project*: 19-PG-20 Neighborhood Revitalization - Emporia

Your Internal Invoice #:

Payee Name: City of Emporia

Payee FEIN: *****1262

Payment Routing: MAIN

Project Budget	=	Total Paid	+	Other Pending Payments	+	This Remittance	+	Available Funds
\$30,000.00		\$0.00		\$0.00		\$0.00		\$30,000.00

Cost/Activity Category	DHCD Request	Other Funding	Available Funds
<input checked="" type="checkbox"/> Planning Grant Activities	\$0.00	\$0.00	\$30,000.00
Rehabilitation Specialist	\$ 0.00	\$ 0.00	\$4,000.00
Administration	\$ 0.00	\$ 0.00	\$2,500.00
Project Closeout	\$ 0.00	\$ 0.00	\$1,000.00
Needs Assessment	\$ 0.00	\$ 0.00	\$19,500.00
Completion of Initial Activities	\$ 0.00	\$ 0.00	\$3,000.00
<input checked="" type="checkbox"/> Other	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$30,000.00

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)

No file chosen

Needs Assessment	\$ 0.00	\$ 0.00	\$19,500.00
Completion of Initial Activities	\$ 0.00	\$ 0.00	\$3,000.00
<input checked="" type="checkbox"/> Other	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$30,000.00

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)

No file chosen

Enter any additional explanation for the remittance below (optional):

CAMS REMITTANCE COVERSHEET

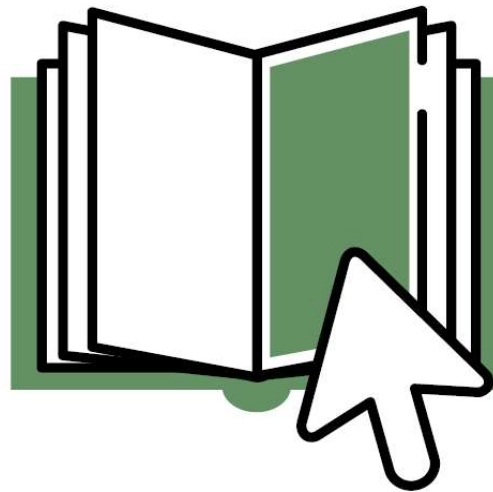
DATE:	1/8/2021	Comments:			
GRANTEE:	Town of Chase City				
PROJECT TITLE:	Endly Street Phase I				
CONTRACT NO.:	18-11				
CAMS REMITTANCE NO.:	28				
PREPARED BY:	Ashleigh Zincone				

Payee / Invoice No.	CAMS Activity/ Description (i.e. 'Owner- Occupied Rehab/Construction')	Total Invoice Amt.	CDBG Portion	Match Portion	Check No. (if paid)
SPDC - TS	Substantial Reconstruction - Construction	\$99.95	\$99.95	\$0.00	TBD
SPDC	Administration: Contract Monitoring, Construction Completion/FLS	\$1,250.00	\$1,250.00	\$0.00	TBD
B&B Consultants, Inc. Invoice #24776	Sewer - Engineering Fees	\$2,378.65	\$2,378.65	\$0.00	TBD
B&B Consultants, Inc. Invoice #24776	Sewer - Engineering Inspection Fees	\$10,633.95	\$10,633.95	\$0.00	TBD
TOTALS:		\$14,362.55	\$14,362.55	\$0.00	

* TBD means the grantee is forecasting and needs funds from DHCD in order to make payment to the vendor in a timely manner.

FINAL TIP

Centralized Application and Management System



USER GUIDE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

